

U.S. EPA, Region 5 Tribal Air Grants Request For Proposals (RFP) FY 2008

RFP NO: EPA-R5-2008-11-30

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:
66.038 and 66.001

DATES: Proposals should detail a plan and budget period for one year of air project or program activities. The project or program period for applicants awarded under the programs described in this solicitation may begin on April 1, 2008 and expire March 31, 2009. An exception to the April 1, 2008 start date will be made for Clean Air Act (CAA) Section 105 applicants with approved Treatment as a State (TAS) for funding which have the option to include the approved air program activities in a Performance Partnership Grant (PPG). The budget and project period of the air program activities may be negotiated to coincide with the PPG budget and project period for inclusion of these activities in the PPG, otherwise the April 1, 2008 through March 31, 2009 project period dates will be used. The closing date for applicants to submit proposals under Section 105 and Section 103 authority of the CAA is **November 30, 2007**. Proposals submitted via U.S. mail must be post-marked by the closing date. Proposals submitted via grants.gov must be received by closing date and time (6 pm Central).

October 1, 2007

November 30, 2007

January 28, 2008

SUMMARY: The United States Environmental Protection Agency (U.S. EPA) is accepting proposals from federally recognized Tribal governments and Tribal consortia located within Region 5 including Illinois, Indiana, Michigan, Minnesota, Ohio, or Wisconsin. The CAA Amendments of 1990 established two separate funding mechanisms to assist Tribes in addressing air pollution and prevention activities within their Bureau of Indian Affairs (BIA) approved jurisdictional boundaries, Section 103 (short-term projects) and Section 105 (long-term program support). While the assistance agreements described in this RFP are exempt from U.S. EPA Grants Competition Policy (U.S. EPA Order 5700.5A1) under Section 6.c.(1) of the Policy, the Agency has decided to compete this request for proposals because it expects to receive proposals requesting more funding than is available for these programs this year.

Section 103 of the CAA, 42 U.S.C. § 7403, directs U.S. EPA to support short-term projects aimed at conducting and promoting research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution. Proposals approved for funding under Section 103 of the CAA are 100% federally funded and no cost share/match is required.

Section 105 of the CAA, 42 U.S.C § 7405, authorizes U.S. EPA to make grants for implementing programs for the prevention and control of air pollution or implementation of national primary and secondary ambient air quality standards. For the purposes of this section, “implementing” means any activity related to the planning, developing, establishing, carrying-out, improving, or maintaining of such programs. Tribes submitting proposals under Section 105 of the CAA are required to provide a 40% match [40 C.F.R. § 35.575(b)] unless approved for Treatment As a State (TAS), in which a reduced match of 5% is required [40 C.F.R. § 35.575(a)] for the first two years of funding under Section 105 of the CAA; if funding continues after that, then this match will be raised to 10%, but can be waived (0%) if the Tribe successfully demonstrates financial hardship to U.S. EPA [40 C.F.R. § 35.575(a)].

FUNDING/AWARDS: The total funding estimated to be available for Region 5 Tribal project and program grants with FY 2007 funds is \$800,000 - \$1,000,000. The number of grants and/or cooperative agreements U.S. EPA will fund as a result of this RFP will be based on the quality of project and/or program proposals, subject to availability of funds. Proposals will be scored and ranked to prioritize funding.

Section I - Funding Opportunity Description.

Background: U.S. EPA provides several funding opportunities for Tribes seeking to establish an environmental presence on their reservation(s). The General Assistance Program, maintained through the U.S. EPA’s Indian Environmental Office, provides funds to support Tribal environmental program infrastructure and capacity building efforts. For air pollution reduction and prevention, U.S. EPA provides two additional grant authorities. Section 103 of the CAA directs U.S. EPA to support various projects to develop initial determinations regarding air quality. Section 105 of the CAA supports the implementation of long-term programs to address air quality management.

- A. Scope of Work:** U.S. EPA is soliciting grant proposals for projects and programs designed to address air quality issues throughout Indian Country in Region 5. As discussed above, there are two funding mechanisms that Tribal applicants may apply for:

Section 103 of the CAA directs U.S. EPA to provide funding to support short-term projects aimed at conducting, and promoting the coordination and acceleration of research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution. In the past, these activities have included air quality characterization studies, identification and investigation of air pollution sources, air quality monitoring baseline studies, training, and community education and outreach projects.

Section 105 of the CAA directs U.S. EPA to provide funding for implementing programs for the prevention and control of air pollution or implementation of national primary and

secondary ambient air quality standards. For the purposes of this section, “implementing” means any activity related to the planning, developing, establishing, carrying-out, improving, or maintaining of such programs. Tribes approved for awards under Section 105 of the CAA are required to provide a 40% match [40 C.F.R. § 35.575(b)] unless approved for Treatment As a State (TAS), in which a reduced match of 5% is required [40 C.F.R. § 35.575(a)] for the first two years of funding. If a Tribe continues to receive funding under Section 105 of the CAA after the initial two year period, tribal match will increase to 10%, but can be waived (0%) if the Tribe successfully demonstrates financial hardship to U.S. EPA [40 C.F.R. § 35.575(a)].

The proposed activities must relate to and fit within the scope of the U.S. EPA’s Strategic Plan’s goals and objectives. The proposed activities shall be related to ambient-air (outdoor) projects and programmatic activities are related to **Goal 1** - Clean Air and Global Climate Change; **Objective 1.1** - Healthier Outdoor Air, **Sub-objective 1.1.1** - More People Breathing Clean Air and **Sub-objective 1.1.2** - Reduced Risk from Toxic Air Pollutants. Proposed activities related to indoor air projects and programmatic activities shall be related to Goal 1 - Clean Air and Global Climate Change; **Objective 1.2** - Healthier Indoor Air. Proposed activities relating to enforcement concerns in Indian Country are addressed in **Goal 5** - Compliance and Environmental Stewardship; **Objective 5.3** - Build Tribal Capacity.

- B. Environmental Results:** In keeping with the mission of protecting human health and the environment, U.S. EPA awards numerous assistance agreements in support of these goals. Applicants must discuss anticipated environmental outcomes and outputs in proposed workplan objectives and performance measures.

Expected environmental **outcomes** mean the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period. Examples for outcomes may include but aren’t limited to, “Significant number of community members with increased awareness of Indoor Air Quality issues,” “and/or “Increased number of Tribal residents breathing cleaner air.”

Expected environmental **outputs** (or deliverables) refer to an environmental activity, effort, and/or associated work products related to an environmental goal or objectives, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Examples of environmental outputs include, an air quality management plan, an emissions inventory, air monitoring data, progress reports submitted on a quarterly basis, or a particular amount of residences/community buildings to receive indoor air quality

inspections.

Section II - Award Information.

The total funding estimated to be available for Region 5 Tribal project and program grants with FY 2008 funds is \$800,000 - \$1,000,000. The number of grants U.S. EPA will fund as a result of this announcement will be based on the quality of project and/or program proposals. The estimated project and program start date for awards resulting from this solicitation is *April 1, 2008 through March 31, 2009 or October 1, 2008 through September 30, 2009* for CAA Section 105 applicants with approved TAS may negotiate an alternative start date only for inclusion in a PPG. Proposals should detail a plan and budget period for one year of air project or program activities. Proposals evaluated but not selected for this funding may be retained for a period of 6 months from date of selections for future awards if additional funds become available.

U.S. EPA reserves the right to partially fund submissions by funding discrete activities, portions, or phases of the proposed project or program. If U.S. EPA decides to partially fund the proposed project, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposed project, or portion thereof, was evaluated and selected, and that maintains the integrity of the competition and the selection/evaluation process.

U.S. EPA reserves the right to reject all proposals and make no awards in response to this announcement.

Section III - Eligibility Information.

Eligible Applicants:

Proposals will be accepted only from federally recognized Tribal governments and Tribal consortia located within Region 5 in Illinois, Indiana, Michigan, Minnesota, Ohio, or Wisconsin.

The applicable Code of Federal Domestic Assistance (CFDA) numbers are:

- 1) 66.038 Training, Investigations, and Special Purpose Activities of Federally-Recognized Indian Tribes Consistent With the Clean Air Act (CAA), Tribal Sovereignty and the Protection and Management of Air, for grants awarded under CAA Section 103; and
- 2) 66.001 Air Pollution Control Program Support, for grants awarded under CAA Section 105. Tribes submitting proposals under Section 105 of the CAA are required to provide a 40% match [40 C.F.R. § 35.573(b)] unless approved for Treatment As a State (TAS), in which a reduced match of 5% is required [40 C.F.R. § 35.573(a)] for the first two years of funding

under Section 105 of the CAA; if funding continues after that, then this match will be raised to 10%, but can be waived (0%) if the Tribe successfully demonstrates financial hardship to U.S. EPA [40 C.F.R. § 35.575(a)]. Per regulations, CAA Section 105 applicants are required to provide a match, any CAA Section 105 proposals submitted without matching requirement will automatically be rejected as this is a threshold factor for CAA 105 applicants.

- A. **Eligible Items:** Projects eligible for funding under Section 103 include but are not limited to ambient (outdoor) and indoor air quality management research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.

Projects eligible for funding under Section 105 include but are not limited to implementing programs for the prevention and control of air pollution or implementation of national primary and secondary ambient air quality standards. For the purposes of this section, “implementing” means any activity related to the planning, developing, establishing, carrying-out, improving, or maintaining of such programs.

- B. **Ineligible Items:** Assistance awarded under the authorities described in this RFP may not be used to fund the purchase or construction of real property, mediation activities, nor personnel not actively involved in implementing said project or program elements.

Section IV - Proposal and Submission Information.

Proposal Requirements: Applicants are required to submit proposals written in English containing a cover page, narrative workplan, budget narrative, a list of previous U.S. EPA grants, and resumes for expected personnel or position descriptions for those Tribes/consortium without current staff in place (**Note: applicants who elect to use grants.gov to submit their proposal should refer to the instructions in C below and Appendix A for additional instructions**).

- A. **Workplan Elements:** Each project narrative proposal must include the following components to demonstrate a successful project or program will be achieved:

1. Cover Page: Include the following information:
 - a. Project Title.

- b. Project Manager: Identify who will serve as the principal party responsible for accomplishing the activities outlined in the workplan.
- c. Total Project Cost: Specify total cost of the project (U.S. EPA funding and cost-share). Also, identify funding from any other source that may be contributing financial support.
- d. Project Period: Provide beginning and ending dates.
April 1, 2008 through March 31, 2009.
Or
A program period that coincides with PPG, i.e. October 1, 2008 through September 30, 2009. (only applicable to CAA Section 105 applicants with approved TAS only for inclusion in a PPG.)
- e. Type of Grant: Indicate which authority (Section 105 or 103) your Tribe/organization is applying for.

2. Narrative Workplan: Each narrative workplan must be five pages or less in duration with one inch margins and typed in Times New Roman twelve (12) point font. The narrative workplan must explicitly describe how the proposed project meets the guidelines established in Section I, A (Scope of Work), and, specifically, address each of the evaluation criteria disclosed in Section V (Evaluation Criteria). Do not make assumptions that reviewers are familiar with your situation or expectations. Refer to the **Tribal Menu of Options** at: <http://www.epa.gov/region5/air/tribes/tribes.htm> for further information on developing workplans involving air components.

- a. Project Description: Illustrate the need for the project/program. Include the following elements in the Project Description:
 - 1) Problem Statement:
Provide a well-supported statement or needs assessment of the problem to be addressed which demonstrates the reason your Tribe should receive funding support.
 - 2) Objectives:
Identify the project/program objectives. Objectives should

be specific, measurable, and clearly describe how they are related to and lead to the project/program goals and expected environmental results. Link to the “public” benefits to be obtained.

3) Project Methods:

Outline **in detail** the necessary tasks and activities that will be conducted to accomplish the objectives. Describe why you have chosen these activities to obtain the desired environmental results. The tasks and activities should be realistic and achievable within the budget and project period of the grant.

4) Specific Environmental Outputs:

Identify the specific outputs. Deliverables of an environmental activity, effort, and/or associated work products related to an environmental goal or objectives, which will be developed over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. For example, an air quality management plan, an emissions inventory, raw and summarized air monitoring data, or progress reports submitted on a quarterly basis.

5) Desired Environmental Outcomes:

Articulate the desired environmental outcomes. The result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period. For example, “Significant number of community members with increased awareness of Indoor Air Quality issues,” or “Increased number of Tribal residents breathing cleaner air.”

6) Target Dates & Milestones:

Include an estimated time-line or schedule of expected target dates and milestones (a marker of reaching an identifiable stage in any task) to achieve specific tasks and accomplishments during the budget and project period.

7) Performance Measures:

Provide a detailed explanation of how the project/program shall be evaluated (through quantitative means, if possible). Applicants must develop criteria to evaluate progress and results by tracking and measuring outputs and outcomes. Evaluation must occur during as well as after the project/program activities are conducted to make sure appropriate adjustments can be made along the way, if necessary. For example, if you are conducting inspections for mold, provide a target number of residences/community buildings that you plan to perform each quarter.

8) Program Manager/Contact(s):

Identify all individuals or parties who will be involved in the project/program activities, and a description of their respective roles/responsibilities.

- b. Funding Requested: Specify the type of statutory authority (Section 103 or Section 105) and amount you are requesting from U.S. EPA. Also include any recipient cost shares/matching as is required with Section 105 funding; 40% match for applicants without TAS eligibility and 5% (ultimately 10%) match for those who have been approved for TAS prior to solicitation deadline. For Section 105 (programmatic) workplans, include a description of how the project activities may be sustained beyond the life of the funding.
- c. Quality Assurance: If the project/program involves environmentally related measurements or data generation, a Quality Assurance Project Plan (QAPP) is required. If the grantee has an U.S. EPA approved QAPP, include a copies of the QAPP signature page and approval letter, or assert that the plan will be developed within 90 days of beginning project period before any data is generated

and/or analyzed. For further questions on QAPP development, please contact **Gordon Jones** at **312-353-3115** or jones.gordon@epa.gov.

- d. Reporting Requirements: Discuss your commitment to provide quarterly reports and a detailed follow-up final report. Applicants are further required to make a commitment to share all data collected with U.S. EPA for assessment on a regional level.
 - 1) Quarterly Reports: Quarterly technical performance reports must be submitted within 30 days following the end of each three-month period. In accordance with 40 C.F.R. § 31.40, performance reports shall include brief information on each of the following areas: 1) a comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement workplan for the period; 2) the reasons for slippage if established outputs/outcomes were not met; 3) a description of the progress status in meeting environmental outputs and outcomes, project/program assessment, and a submission of short data summaries; and 4) additional pertinent information, including, when appropriate, analysis and information of cost overruns or high unit costs. In accordance with 40 C.F.R. § 31.40 (d), the recipient agrees to inform U.S. EPA as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.
 - 2) Final Reports: The final report should include a

summary of the project, advances achieved applicable to environmental outputs and outcomes, and costs of the project. In addition, the final report shall discuss the problems, successes, lessons learned from the demonstration project that could help overcome structural, organizational or technical obstacles.

3. Environmental Results Past Performance: Submit a list of federally funded

assistance agreements that your organization performed within the last three years (no more than 5, and preferably U.S. EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, U.S. EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from U.S. EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

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4. Programmatic Capability: Submit a list of federally funded assistance

agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably U.S. EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, U.S. EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from U.S. EPA files and from current and prior

Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant).

The Air & Radiation Division (ARD) places significant emphasis on the utilization of prior years' funding. When submitting your request for FY2008 funds, the following information must be submitted: For those tribes and tribal consortia with active cooperative agreements awarded under CAA 103/105, you must provide by agreement number, the amount of funds that have not been requested for reimbursement (i.e., those funds that remain in U.S. EPA's Financial Data Warehouse and are not shown as a "draw down") and a detailed justification as to why such funds should not be considered in the funding allocation process. U.S. EPA Regional staff will review U.S. EPA's Financial Database Warehouse to confirm the amount of outstanding funds reported. If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note - All ambient, emissions, and compliance data obtained through the use of these funds must be entered in the corresponding national data base (i.e. National Emissions Inventory and Air Quality System). This data is available to the general public. Tribal Emission Inventory Software Solutions (TEISS) is available to Tribes from the Institute of Tribal Environmental Professionals (ITEP).

5. Budget Narrative: Provide a detailed itemized budget proposal, including a narrative statement justifying the expenses for each of the following categories being performed within the grant/project period.
 - a. Personnel:
Indicate salaries and wages, by job title of all individuals who will be supplemented with these funds. For example:

* Air Quality Specialist @ \$15/hr x 40 hrs/wk x 52/wks = \$31,200

Total = \$31,200

b. Fringe Benefits:

Indicate all mandated and voluntary benefits to be supplemented with these funds. For example:

* Health Insurance - 1 FTE @ \$35/month x 12/months = \$420

* Dental - 1 FTE @ \$40/mo x 12/months = \$480

Total = \$900

c. Travel:

Indicate number of individuals traveling, destination, number of trips, and reason for travel. For example:

* Air Quality Training

Air Fare \$750 x 1 FTE = \$750

Per Diem @ \$43 day x 3 days x 1 FTE = \$129

Hotel @ \$100 day x 2 days x 1 FTE = \$200

* Air Conference

Local Travel Mileage - 1000 miles x \$0.485 = \$485

Total = \$1,664

d. Equipment:

Identify items to be purchased such as air quality related instruments used in support of workplan objectives. Provide an estimated cost for each item. Make sure you can support your cost estimate. U.S. EPA policy defines equipment as items costing \$5,000 or greater. Indicate if your Tribe/organization's definition differs. For example:

* Ozone Analyzer - \$8,000

* Ozone Calibrator - \$6,000

Total = \$14,000

e. Supplies:

Indicate any items to be purchased that will be used in support of air project/program workplan objectives. For example:

* General office supplies (pens, notebooks, paper-clips, CD ROMs, etc.)

Total = \$500

f. Contractual:

Indicate any proposed contractual items that are reasonable and necessary to carry out the workplan objectives. Examples of contractual items include sample analysis, and rental or lease of property being utilized in support of workplan objectives. For example:

* Total mercury analysis - ABC Lab

[52 samples @ \$100 = \$5200]

* Shipping costs (site to lab)

[\$15.00 per sample = 15 x 52 = \$780]

Total = \$5980

g. Other:

Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the workplan. For example:

* Outreach materials (brochures/pamphlets, etc) = \$260

* Office needs (postage, phone, fax, etc.) = \$300

* Office space (utilized for air-related project/program staff)

[\$120/mo x 12/mo = \$1440]

Total = \$2000

h. Total Direct Charges:

Summary of all costs associated with each object-class category.

*** Total = \$56,244**

i. Total Indirect Costs:

Tribe/organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. Applicant should indicate if Tribe/organization is in negotiations with appropriate federal agency to obtain a new rate.

*** IDC Rate is 10% of total direct charges = \$5624**

j. Total Cost:

Indicate overall figure of all direct and indirect costs. For

example:

* **Total Budget** = **\$61,868**

4. Resumes/

Position Description: Provide a current copy of each resume for all individuals expected to be supplemented with these funds. If the position is currently vacant or will be created as a result of obtaining grant assistance, provide a position description for each potential job to be filled.

- B. Confidential Business Information.** In accordance with 40 C.F.R. § 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. U.S. EPA will evaluate confidential claims in accordance with 40 C.F.R. Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, U.S. EPA is not required to make the inquiry to the applicant otherwise required by 40 C.F.R. § 2.204 (c) (2) prior to disclosure. Note that under Public Law No. 105-277, data produced under an award is subject to the Freedom of Information Act.

New requirement for Management Fees

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

Pre-proposal/Application Assistance and Communications

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

- C. Submission Dates and Times.** The closing date for applicants to submit proposals under this announcement is **November 30, 2007**. Proposals may be submitted in hardcopy, or electronically through grants.gov (see below and Appendix A). Proposals submitted via grants.gov must be received by the closing date and time (6 pm Central). Proposals submitted via U.S. mail must be post-marked by the closing date. Late proposals will not be considered. Hard copy should be addressed to:

Sharleen Getschman (AR-18J)
U.S. Environmental Protection Agency
77 West Jackson Boulevard
Chicago, Illinois 60604-3590

Grants.gov Apply Proposal Submission:

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal/application must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using grants.gov. You may retrieve the application package and instructions by entering the Funding Opportunity Number, **EPA-R5-2008-11-30**, or the CFDA number 66.038 or 66.001, in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to go to U.S. EPA opportunities).

Application/proposal materials submitted through grants.gov will be time/date stamped electronically.

Please be sure to view the additional instructions for applying electronically under this announcement through use of grants.gov that are available for download on Grants.gov.

If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/help/help.jsp>.

New requirement

ATTENTION – Microsoft Vista and Word 2007 Users

Please note that Grants.gov does not currently support the new Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Grants.gov will be reviewing this new product to determine if it can be supported in the future.

In addition, the new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726

The GCA discourage including the information for final packages. However, we cannot prohibit it. See #10 on the following link:<http://intranet.epa.gov/ogd/competition/piexemptions/boiler.htm>

- D. Application Package for Approved Proposals:** Applicants whose proposals are selected for funding will need to submit one original completed and signed federal grant application package which can be downloaded from U.S. EPA's Office of Grants and Debarment website at: http://www.epa.gov/ogd/grants/how_to_apply.htm. Applicants may request a paper copy of the application package by contacting the agency contact listed in Section VII of this announcement.

A complete application for selected proposals must contain the following, in the sequential order shown:

1. SF-424 Application for Federal Assistance, with original signature Form is required during initial phase for grants.gov submissions
2. Key Contacts Form
3. Workplan Elements (Cover Page, Narrative Workplan, Budget Narrative, and List of Previous Grants)
4. SF-424 A, Budget by categories and indirect cost rate
5. SF-424 B, Assurances for non-construction programs
6. Certification Regarding Lobbying
7. SF LLL, if applicable
8. EPA Form 4700-4 Pre-award Compliance review report
9. Copy of Negotiated Indirect Cost Rate Agreement, if applicable
10. Quality Assurance Narrative Statement or copies of QAPP signature page and approval letter, if applicable
11. Other supporting documentation

All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

Section V - Proposal Review Information.

Each eligible proposal will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their proposal submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

- A. Evaluation Criteria:** Region 5 recognizes that each Tribe is unique and is at a different stage in developing an air program. The funding priorities below, therefore, are meant to allow for the varied projects and priorities that individual Tribes have, while still emphasizing overall regional goals throughout Indian Country. Workplans need not address all of the listed priorities under “Project Overview,” but instead Tribes should use them as a tool for workplan development. Refer to the **Tribal Menu of Options** at: <http://www.epa.gov/region5/air/tribes/tribes.htm> for further guidance on developing workplans involving air components.

1. Project Overview (Various Types of Programmatic/Project Opportunities): 15 pts.

Whether the project identifies significant air pollution problems relating to a specific source or pollutant; i.e., demonstrated high levels of air pollution relative to national standards and/or regional and local levels, recorded health related complaints to a tribal office, suspected or documented pollution problem from a specific source, etc. If the project described has already achieved 3 years of monitoring or has generated sufficient data, Region 5 will re-evaluate the project to determine if further monitoring is warranted.

Whether the Tribal government demonstrates a long term commitment to develop and implement an air program; i.e., developing air codes or regulations for tribal lands, Clean Air Act program delegations, submitting a partial or whole Tribal Implementation Plan for approval, monitoring or other method of air quality assessment, compiling emissions inventories, developing pollution prevention strategies, fostering government to government relationships through partnering and outreach activities, etc.

Whether the Tribal government /consortium demonstrates participation in environmental policy and planning through National/Regional/Tribal workgroups or organizations (i.e., Regional Planning Organizations, the National Tribal Air Association, the Regional Tribal Operations Committee, the National Tribal

Environmental Council, etc.), and disseminates relevant information to other Region 5 tribes.

2. Workplan Review: 55 pts.

Proposals will be evaluated based on applicant's ability to demonstrate reasonable and achievable goals and objectives, including specific outputs (deliverables) and outcomes (overall environmental impact). Evaluators will determine the proposal's ability to illustrate the need for the program/project through clear:

- a. Problem Statement(s) identifying the needs assessment to be addressed through project/program;
- b. Objectives which are specific, measurable, and clearly describe how they are related to and lead to the project/program goals and expected environmental results, as well as "public" benefit applicant is seeking to obtain;
- c. Project methods - outlines **in detail** the specific tasks and activities necessary to accomplish the objectives as outlined in the proposed workplan;
- d. Environmental outputs identifying the work products and deliverables resulting from the activities to be accomplished during grant/project period;
- e. Environmental outcomes identifying the overall environmental impact resulting from the activities to be accomplished in relation to this grant in conjunction with previous and future efforts;
- f. Target dates and milestones anticipated to be accomplished during the budget and project period incorporated in an estimated time-line or schedule;
- g. Performance measures explaining how the project/program will be evaluated during and after the project.
- h. Cost effectiveness for funding the greatest environmental benefit to improve or sustain Tribal culture. (i.e. Why fiscal resources should be expended to support this project/program.)

3. U.S. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs: 15 pts.

- A. Effectiveness of applicant's plan for tracking and measuring progress toward achieving expected outputs and outcomes identified in Section I (B), Environmental Results, of this announcement.
- B. Proposal includes a description of how the program will be evaluated

during the course of the grant and how feedback from the evaluation will be used to improve the project on a continuous basis. Proposal discusses quarterly reports and the detailed final (technical) report.

4. **Programmatic Capability: 15 pts.**

U.S. EPA will evaluate the applicant's programmatic capability to perform the work in the proposal. This evaluation includes looking at the applicant's:

- (i) past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project,
- (ii) history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports,
- (iii) organizational experience and plan for timely and successfully achieving the objectives of the project,
- (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project, and
- (v) demonstration of significant utilization of prior year funding.

Environmental Results Past Performance Criterion:

Under this criterion, U.S. EPA will evaluate applicants based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. Note: In evaluating applicants under this factor, U.S. EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.

- B. Review and Selection Process:** The review and selection process of this funding opportunity will be conducted in two tiers. Tier one is a panel of U.S. EPA staff, with various knowledge of air program elements, assembled to review and score proposals, according to the evaluation criteria, submitted for Section 103 funding support. Staff within the State and Tribal Planning Section will review proposals submitted under Section 105 authority to ensure all project oriented components are excluded and competed with other Section 103 activities.

Tier two is U.S. EPA Region 5 Tribal Air Coordinators (TAC) compiling tier one scores and rank ordering proposals based on numerical scores. Comparison of proposal activities to previous grant activities and consultation of ARD experts regarding duplicative aspects of certain proposed activities will be conducted under tier two. Upon completion of their review, the TACs will provide recommendations to senior management acknowledging whether an applicant's proposal should be recommended for further consideration of available funding. The ARD Director will approve the recommended funding plan. If a Tribe's proposal is selected for further consideration, negotiations for a grant award will begin. Recommendation for further consideration does not guarantee the applicant is being offered a grant – only an U.S. EPA award official can make a monetary offer. However, the proposal being referred for further consideration is an important step toward an offer. The award official in Region 5 is the Assistant Regional Administrator for Resources Management Division.

Section VI - Award Administration Information.

- A. Award Notices:** ARD will notify both successful and unsuccessful applicant(s) in writing and electronic mail. Applicants selected for the next level of consideration will have an opportunity to negotiate elements of their workplan and budget and submit final applications, including all required assistance documents to Air & Radiation Division by **January 28, 2008.**

Note – U.S. EPA reserves the right to negotiate appropriate changes in workplans after the selection for further consideration and before the final award. The notification, which advises that the applicant's proposal has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the Assistant Regional Administrator for Resources Management Division is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 60 days from the date of selection.

B. Administrative and National Policy Requirements.

1. A listing and description of general U.S. EPA Regulations applicable to the award of assistance agreements may be viewed at:
http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm
2. Programmatic Terms and conditions will be negotiated with the selected recipient.

C. Reporting Requirement. Quarterly progress reports and a detailed final report will be

required. Quarterly technical performance reports must be submitted within 30 days following the end of each three-month period. In accordance with 40 C.F.R. § 31.40, performance reports shall include brief information on each of the following areas: 1) a comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement workplan for the period; 2) the reasons for slippage if established outputs/outcomes were not met; 3) a description of the progress status in meeting environmental outputs and outcomes, project/program assessment, and a submission of short data summaries; and 4) additional pertinent information, including, when appropriate, analysis and information of cost overruns or high unit costs. In accordance with 40 C.F.R. § 31.40 (d), the recipient agrees to inform U.S. EPA as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. Applicants are further required to make a commitment to share all data collected with U.S. EPA for assessment on a regional level. The Final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should encompass a complete overview/summary of all of the activities conducted within the grant project period; including any and all data results as well as a justification for impediments should be addressed. The schedule for submission of quarterly reports will be established by U.S. EPA, after applicant has been approved for an award.

While the Agency will negotiate precise terms and conditions relating to substantial involvement as part of the award process, U.S. EPA will not select employees or contractors employed by the recipient(s) and the final decision on the content of reports rests with the recipient(s).

- D. Disputes.** Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the appropriate Tribal project officer:

Michigan Tribes - Stephanie Cheaney
(312) 886-0247
cheaney.stephanie@epa.gov

Minnesota Tribes - Ben Giwojna
(312) 886-0247
giwojna.benjamin@epa.gov

Wisconsin Tribes - Timothy Carter
(312) 886-7613
carter.timothy@epa.gov

Section VII - Agency Contact.

FOR FURTHER INFORMATION CONTACT:

Sharleen Getschman
getschman.sharleen@epa.gov
312-886-5824 (fax)

All questions or comments should be communicated in writing via electronic mail (email), facsimile to the contact person listed above. Questions and answers will be posted weekly on the Region 5 ARD webpage at: <http://www.epa.gov/region5/air/tribes/tribes.htm> until the closing of the announcement.

Section VIII - Other Information. The U.S. EPA Award Official is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

- Appendix A -

Grants.gov Application Instructions

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package for the announcement. To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R5-2008-11-30-----, or the CFDA number that applies to the announcement 66.038 or 66.001, in the appropriate field. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find U.S. EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to U.S. EPA through Grants.gov (<http://www.grants.gov>) no later than 6:00pm Central time on November 30, 2007.

Please submit *all* of the proposal/application materials described below. To view the full funding announcement, go to <http://www.epa.gov/region5/air/tribes/tribes.htm> or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

Proposal Materials:

To view the full announcement, go to http://www.epa.gov/region5/air/tribes/rfp_2008.pdf or <http://www.grants.gov>.

The following documents are required under this announcement:

- I. SF 424-Application For Federal Assistance
- II. SF 424A-Budget Information
- III. Project Narrative Attachment Form/Proposal

The application package *must* include all of the following materials:

- I. Standard Form 424, Application For Federal Assistance –
Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
- II. Standard Form 424A – Budget Information –
Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.
- III. Project Narrative Attachment Form/Proposal –
The attached document must five pages or less in duration with one inch margins and typed in Times New Roman twelve (12) point font readable in PDF, MS Word for Windows, and consolidated into a single file.
 - 1. Cover Page: Include the following information:
 - a. Project Title.
 - b. Project Manager: Identify who will serve as the principal party responsible for accomplishing the activities outlined in the workplan.
 - c. Total Project Cost: Specify total cost of the project (U.S. EPA funding and cost-share). Also, identify funding from any other source that may be contributing financial support.
 - d. Project Period: Provide beginning and ending dates.
April 1, 2008 through March 31, 2009.
Or

A program period that coincides with PPG, i.e. October 1, 2008 through September 30, 2009. (only applicable to CAA Section 105 applicants with approved TAS only for inclusion in a PPG.)

- e. Type of Grant: Indicate which authority (Section 105 or 103) your Tribe/organization is applying for.

2. Narrative Workplan: The narrative workplan must explicitly describe how the proposed project meets the guidelines established in Section I, A (Scope of Work), and, specifically, address each of the evaluation criteria disclosed in Section V (Evaluation Criteria). Do not make assumptions that reviewers are familiar with your situation or expectations. Refer to the **Tribal Menu of Options** at: <http://www.epa.gov/region5/air/tribes/tribes.htm> for further information on developing workplans involving air components.

- a. Project Description: Illustrate the need for the project/program. Please include the following elements in the Project Description:

1) Problem Statement:

Provide a well-supported statement or needs assessment of the problem to be addressed which demonstrates the reason your Tribe should receive funding support.

2) Objectives:

Identify the project/program objectives. Objectives should be specific, measurable, and clearly describe how they are related to and lead to the project/program goals and expected environmental results. Link to the “public” benefits to be obtained.

3) Project Methods:

Outline **in detail** the necessary tasks and activities that will be conducted to accomplish the objectives. Describe why you have chosen these activities to obtain the desired environmental results. The tasks and activities should be realistic and achievable within the budget and project period of the grant.

4) Specific Environmental Outputs:

Identify the specific outputs. Deliverables of an environmental activity, effort, and/or associated work products related to an environmental goal or objectives, which will be developed over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. For example, an air quality management plan, an emissions inventory, raw and summarized air monitoring data, or progress reports submitted on a quarterly basis.

5) Desired Environmental Outcomes:

Articulate the desired environmental outcomes. The result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period. For example, “Significant number of community members with increased awareness of Indoor Air Quality issues,” or “Increased number of Tribal residents breathing cleaner air.”

6) Target Dates & Milestones:

Include an estimated time-line or schedule of expected target dates and milestones (a marker of reaching an identifiable stage in any task) to achieve specific tasks and accomplishments during the budget and project period.

7) Performance Measures:

Provide a detailed explanation of how the project/program shall be evaluated (through quantitative means, if possible). Applicants must develop criteria to evaluate progress and results by tracking and measuring outputs and outcomes. Evaluation must occur during as well as after the project/program activities are conducted to make sure appropriate adjustments can be made along the way, if necessary. For example, if you are conducting inspections for mold, provide a target number of residences/community buildings that you plan to perform each quarter.

8) Program Manager/Contact(s):

Identify all individuals or parties who will be involved in the project/program activities, and a description of their respective roles/responsibilities.

- b. Funding Requested: Specify the type of statutory authority (Section 103 or Section 105) and amount you are requesting from U.S. EPA. Also include any recipient cost shares/matching as is required with Section 105 funding; 40% match for applicants without TAS eligibility and 5% (ultimately 10%) match for those who have been approved for TAS prior to solicitation deadline. For Section 105 (programmatic) workplans, include a description of how the project activities may be sustained beyond the life of the funding.
- c. Quality Assurance: If the project/program involves environmentally related measurements or data generation, a Quality Assurance Project Plan (QAPP) is required. If the grantee has an U.S. EPA approved QAPP, include copies of the QAPP signature page and approval letter, or assert that the plan will be developed before any data is generated and/or analyzed. For further questions on QAPP development, please contact **Gordon Jones** at **312-353-3115** or jones.gordon@epa.gov.
- d. Reporting Requirements: Discuss your commitment to provide quarterly reports and a detailed follow-up final report. Applicants are further required to make a commitment to share all data collected with U.S. EPA for assessment on a regional level.
 - 1) Quarterly Reports: Quarterly technical performance reports must be submitted within 30 days following the end of each three-month period. In accordance with 40

C.F.R. § 31.40, performance reports shall include brief information on each of the following areas: 1) a comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement workplan for the period; 2) the reasons for slippage if established outputs/outcomes were not met; 3) include a description of the progress status in meeting environmental outputs and outcomes, project/program assessment, and a submission of short data summaries; and 4) additional pertinent information, including, when appropriate, analysis and information of cost overruns or high unit costs. In accordance with 40 C.F.R. § 31.40 (d), the recipient agrees to inform U.S. EPA as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

2) Final Reports:

The final report should include a summary of the project, advances achieved applicable to environmental outputs and outcomes, and costs of the project. In addition, the final report shall discuss the problems, successes, lessons learned from the demonstration project that could help overcome structural, organizational or technical obstacles.

3. Environmental Results Past Performance: Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5, and preferably U.S. EPA agreements), and describe how you documented

and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, U.S. EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from U.S. EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

4. **Programmatic Capability:** Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably U.S. EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, U.S. EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from U.S. EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant).

ARD places significant emphasis on the utilization of prior years' funding. When submitting your request for FY2008 funds, the following information must be submitted: For those tribes and tribal consortia with active cooperative agreements awarded under CAA 103/105, you must provide by agreement number, the amount of funds that have not been requested for reimbursement (i.e., those funds that remain in U.S. EPA's Financial Data Warehouse and are not shown as a "draw down") and a detailed justification as to why such funds should not be considered in the funding allocation process. U.S. EPA Regional staff will review U.S. EPA's Financial Database Warehouse to confirm the amount of outstanding funds reported. If you do not have any relevant or available past

performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note - All ambient, emissions, and compliance data obtained through the use of these funds must be entered in the corresponding national data base (i.e. National Emissions Inventory and Air Quality System). This data is available to the general public. Tribal Emissions Inventory Software Solutions (TEISS) is available to Tribes from the Institute of Tribal Environmental Professionals (ITEP).

5. Budget Narrative: Provide a detailed itemized budget proposal, including a narrative statement justifying the expenses for each of the following categories being performed within the grant/project period.

a. Personnel:

Indicate salaries and wages, by job title of all individuals who will be supplemented with these funds. For example:

* Air Quality Specialist @ \$15/hr x 40 hrs/wk x 52/wks = \$31,200

Total = \$31,200

b. Fringe Benefits:

Indicate all mandated and voluntary benefits to be supplemented with these funds. For example:

* Health Insurance - 1 FTE @ \$35/month x 12/months = \$420

* Dental - 1 FTE @ \$40/mo x 12/months = \$480

Total = \$900

c. Travel:

Indicate number of individuals traveling, destination, number of trips, and reason for travel. For example:

* Air Quality Training

Air Fare \$750 x 1 FTE = \$750

Per Diem @ \$43 day x 3 days x 1 FTE = \$129

Hotel @ \$100 day x 2 days x 1 FTE = \$200

* Air Conference

Local Travel Mileage - 1000 miles x \$0.485 = \$485

Total = \$1,664

d. Equipment:

Identify items to be purchased such as air quality related instruments used in support of workplan objectives. Provide an estimated cost for each item. Make sure you can support your cost estimate. U.S. EPA policy defines equipment as items costing \$5,000 or greater. Indicate if your Tribe/organization's definition differs. For example:

* Ozone Analyzer - \$8,000

* Ozone Calibrator - \$6,000

Total = \$14,000

e. Supplies:

Indicate any items to be purchased that will be used in support of air project/program workplan objectives. For example:

* General office supplies (pens, notebooks, paper-clips, CD ROMs, etc.)

Total = \$500

f. Contractual:

Indicate any proposed contractual items that are reasonable and necessary to carry out the workplan objectives. Examples of contractual items include sample analysis, and rental or lease of property being utilized in support of workplan objectives. For example:

* Total mercury analysis - ABC Lab

[52 samples @ \$100 = \$5200]

* Shipping costs (site to lab)

[\$15.00 per sample = 15 x 52 = \$780]

Total = \$5980

g. Other:

Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the workplan. For example:

* Outreach materials (brochures/pamphlets, etc) = \$260

* Office needs (postage, phone, fax, etc.) = \$300

* Office space (utilized for air-related project/program staff)

[\$120/mo x 12/mo = \$1440]

Total = \$2000

h. Total Direct Charges:

Summary of all costs associated with each object-class category.

*** Total = \$56,244**

i. Total Indirect Costs:

Tribe/organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. Applicant should indicate if Tribe/organization is in negotiations with appropriate federal agency to obtain a new rate.

*** IDC Rate is 10% of total direct charges = \$5624**

j. Total Cost:

Indicate overall figure of all direct and indirect costs. For example:

*** Total Budget = \$61,868**

4. Resumes/Position Description: Provide a current copy of each resume for all individuals expected to be supplemented with these funds. If the position is currently vacant or will be created as a result of obtaining grant assistance, provide a position description for each potential job to be filled.

Proposal Preparation and Submission Instructions

For **documents I** and **II**, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For **document III**, you will need to attach electronic files. Prepare your proposal using the format outlined above (see document III under Application Materials) and save the document to your computer as an MS Word or WordPerfect file. (U.S. EPA prefers to receive documents in MS Word, by documents prepared in WordPerfect will also be accepted.) When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your Proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY08 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 08 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY08 Assoc Prog Supp – 2nd Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY07), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov. He/she may also contact Sharleen Getschman by email at getschman.sharleen@epa.gov.